



UNIVERSITY
of Prince Edward
ISLAND

upei.ca/residence

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YOU'RE GOING TO
WANT TO READ THIS

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WELCOME TO RESIDENCE

LEARNING AT UNIVERSITY TAKES
PLACE BOTH INSIDE AND
OUTSIDE OF THE CLASSROOM;
RESIDENCE INTENDS TO
PROVIDE YOU WITH A POSITIVE
SPACE TO SUPPORT YOUR
SUCCESS.

RESIDENCE SERVICES | OUR GOAL

It is our privilege to welcome you to UPEI and to residence life. Residence is designed to enhance your overall university experience. Our goal is to provide a safe and supportive living and learning environment, so that you can focus on academic success and being part of a great community.

For many of you, this will be your first time living on your own. Residence life can be exciting; however, it can also present challenges as you adjust to a new living environment. This handbook will help familiarize you with residence life, services offered, and the community standards—what you should expect entering residence, and also what we will expect from you.

It is not our purpose to take away the enjoyment of residence life, but with any living arrangement, in order for all participants to benefit fully, certain expectations are required. Whether you are entering residence for the first time, or are a returning resident, we request that you read this handbook carefully.

While you will find that this handbook is organized in sections with links to additional information, the residence website will also provide valuable information such as important dates, contact information and fees. Please make yourself familiar with the residence site:

www.upei.ca/residence

Again, let us extend a warm welcome. We look forward to meeting you in September. Please do not hesitate to contact us if you have any questions or problems throughout the year.

Sincerely yours,
The Residence Services Team

MEET YOUR TEAM

JONATHAN OLIVER

DIRECTOR OF ANCILLARY SERVICES

The Director of Ancillary Services has overall responsibility for all facets of the residence operation, including budgets and fees, policies and procedures, personnel matters, food service liaison, student discipline, residence life direction and other campus responsibilities as required.



LAURA O'LANEY

ASSISTANT MANAGER – RESIDENCE LIFE

The Assistant Manager – Residence Life oversees all aspects of residence life. She is responsible for creating a positive living environment for residence students, promoting academic and personal development. Laura oversees everything to do with residence from housing admissions processing, room assignments, conduct, staff supervision, crisis intervention, residence tutoring program, and fun events.

RESIDENCE LIFE ADVISORS (RLAs)

Each building has a team of Residence Life Advisors. They are upper year students who live in residence and focus on helping students adjust to residence and university life, and to establish an environment conducive to self-direction, self-discipline, and self-improvement of the residents. They are trained in peer counselling, conflict mediation, First Aid/CPR, and much more. RLAs are knowledgeable about on-campus facilities and services, and can direct students to available resources as required. The team also runs residence activities and programs aimed at enhancing the overall residence and/or university experience. RLAs act as a liaison between the residents and the Residence Administrators. Since residence life encompasses a variety of different activities, RLAs strive to achieve a balance between quiet study and relaxing social events, so that the residence environment becomes a productive and enjoyable one for all residents.



A group of people standing together, with a large dark circle overlaid on the image. The people are wearing various clothing, including a patterned shirt, a plaid shirt, and a white shirt. The text "OUR COMMITMENT TO DIVERSITY" is overlaid on the circle.

OUR COMMITMENT TO DIVERSITY

“DIVERSITY IS THE ONE TRUE THING
WE ALL HAVE IN COMMON”

UPEI's Ancillary Services department are committed to a diverse environment that is both safe and positive for all students and staff members. Together, we are of diverse racial, ethnic, socioeconomic, and national origins. Our views include a broad spectrum of political and religious beliefs, and our sexual orientations differ. We are committed to behaving and expecting others to behave in ways that respect each member of the community. Bigotry has no place within our community, nor do we permit people to disrespect or degrade another human being on the basis of age, national origin, physical challenge, race, gender, sexual orientation, or religious affiliation.

The University of Prince Edward Island will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of its community. Harassment is defined as any attention or conduct (oral, written, graphic, or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive, or intimidating. Every individual has the right to an environment characterized by mutual respect. Every individual has the responsibility to treat all members of the University community with respect and without harassment.





LIVING IN RESIDENCE



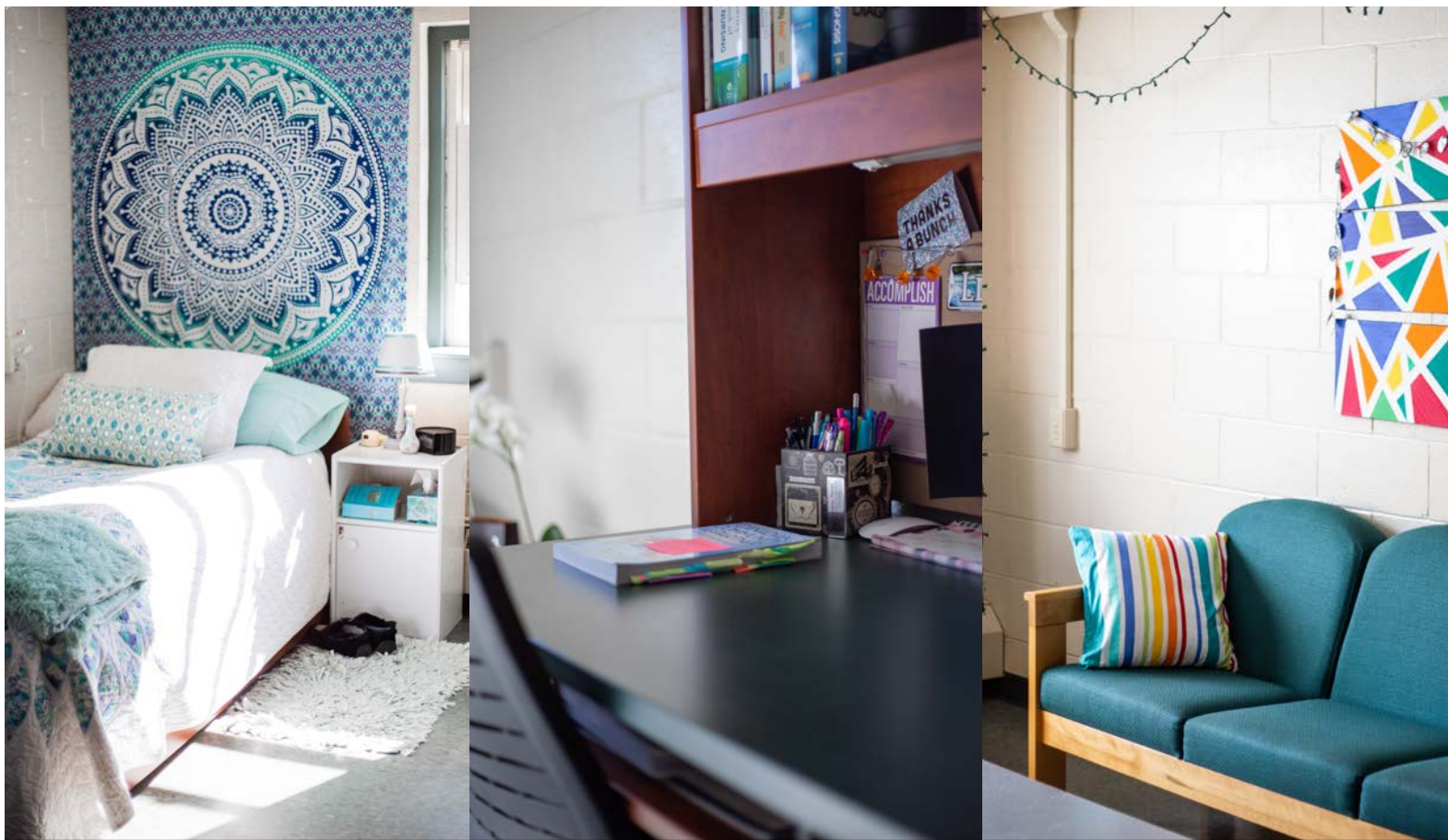
BILL and DENISE ANDREW HALL

Andrew Hall is a modern co-ed five-storey residence composed primarily of 2-bedroom suites, and a limited number of 1- and 3-bedroom suites. Each suite is equipped with a bathroom and a kitchenette. Students living in this building will have access to common TV lounges, laundry facilities, and the convenience of entering the Wanda Wyatt Dining Hall without exiting the building.



BERNARDINE HALL

Bernardine Hall is a traditional four-storey building, adjacent to the Wanda Wyatt Dining Hall. Primarily double rooms, each set of 2 rooms shares a bathroom and shower between them. Each floor in Bernardine contains a TV lounge, a study lounge, a kitchenette, and laundry facilities. This residence is typically home to a majority of first-year students, but also houses upper-year students. All floors are co-ed, but bathrooms are shared among between rooms of the same gender. Bernardine Hall is known for its tight-knit community and fun atmosphere.



BLANCHARD HALL

Blanchard Hall, our apartment-style residence, is located a short distance from the Wanda Wyatt Dining Hall at the south end of the campus. This three-storey brick building contains entirely two-bedroom furnished apartments, complete with a kitchen, living room and bathroom. Students have their own bedrooms but share the common living area of the apartment.

Blanchard Hall offers common laundry facilities, a TV lounge, and two large study spaces on the first floor. One section of Blanchard Hall is designated as a "quiet section" with extended quiet hours. Priority for spaces in Blanchard Hall goes to students in second year and above, as well as to mature students returning to university.



WHAT TO BRING

PILLOW(S) AND BEDDING*
 QUILT/DUVET/COMFORTER
 HAIR DRYER
 STICKY TACK
 SMALL KNAPSACK
 TOWELS AND FACE CLOTHS
 ALARM CLOCK
 STAPLER AND SCISSORS
 LINT BRUSH
 FLASHLIGHT
 DICTIONARY AND THESAURUS
 EXTRA LAMP
 FIRST AID SUPPLIES
 SPORTS EQUIPMENT AND CLOTHES
 REUSABLE WATER BOTTLE
 PENS, PENCILS, HIGHLIGHTERS
 HEADACHE AND COLD MEDICATION
 STATIONERY, BOOKS AND MAGAZINES

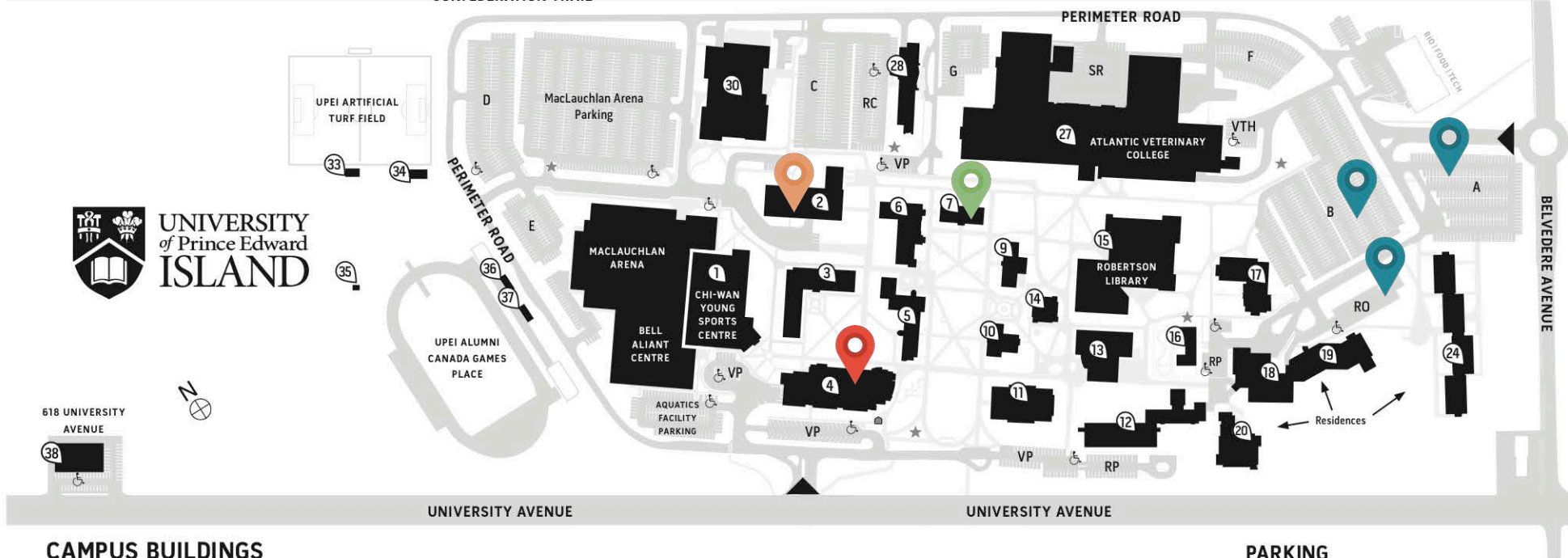
HEADPHONES
 STAMPS AND CARDS
 BOARD GAMES
 HALLOWEEN COSTUME
 BINDERS, CLIPBOARDS AND
 PAPER
 CLOTHES HANGERS
 PHOTO ALBUM
 DRESS CLOTHES
 TOILETRY ITEMS
 DISH TOWEL AND DISH
 CLOTHS
 SLIPPERS
 CLEANING SUPPLIES
 CAMERA
 CALENDAR
 POSTERS
 LAUNDRY SUPPLIES

* Bernardine / Blanchard – Single

* Andrew Hall – Double

“IT’S YOUR
 HOME AWAY
 FROM HOME”

CONFEDERATION TRAIL



CAMPUS BUILDINGS

- | | |
|-------------------------------------|---|
| 1 Chi-Wan Young Sports Centre (YSC) | 12 Don and Marion McDougall Hall (MCDH) |
| 2 Central Utility Building (CUB) | 13 Duffy Science Centre (DSC) |
| 3 Health Sciences Building (HSB) | 14 Chaplaincy Centre (CC) |
| 4 W.A. Murphy Student Centre (MSC) | 15 Robertson Library (RL) |
| 5 SDU Main Building (SDMB) | 16 Daycare Building (DCB) |
| 6 Steel Building (SB) | 17 K.C. Irving Chemistry Centre (ICC) |
| 7 Dalton Hall (DH) | 18 Wanda Wyatt Dining Hall (WDH) |
| 9 Memorial Hall (MH) | 19 Bill and Denise Andrew Hall (AH) (Residence) |
| 10 Cass Science Hall (CSH) | 20 Bernardine Hall (BEH) (Residence) |
| 11 Kelley Memorial Building (KMB) | 24 Blanchard Hall (BLH) (Residence) |

- 27 Atlantic Veterinary College (AVC)
- 28 Regis and Joan Duffy Research Centre (DRC)
- 30 School of Sustainable Design Engineering
- 33 Artificial Turf Field Announcers' Building
- 34 Clubhouse
- 35 Alumni Canada Games Place Storage Building
- 36 Alumni Canada Games Place Announcers' Building
- 37 Alumni Canada Games Place VIP Building
- 38 Development and Alumni Engagement Building

- BUS SHELTER
- EMERGENCY CALL STATION

PARKING

- A General & Overnight During Winter Months
- B General & Designated
- C Designated
- D General
- E General
- F Designated
- G Designated
- VTH Teaching Hospital Clients
- Accessible
- RO Residence Only
- VP Visitor Metered (*UPEI parking pass not required*)
- RP Reserved
- SR Shipping and Receiving
- RC Research Centre

Residence parking
Pay tuition here!
Health Centre
Get your student card here!

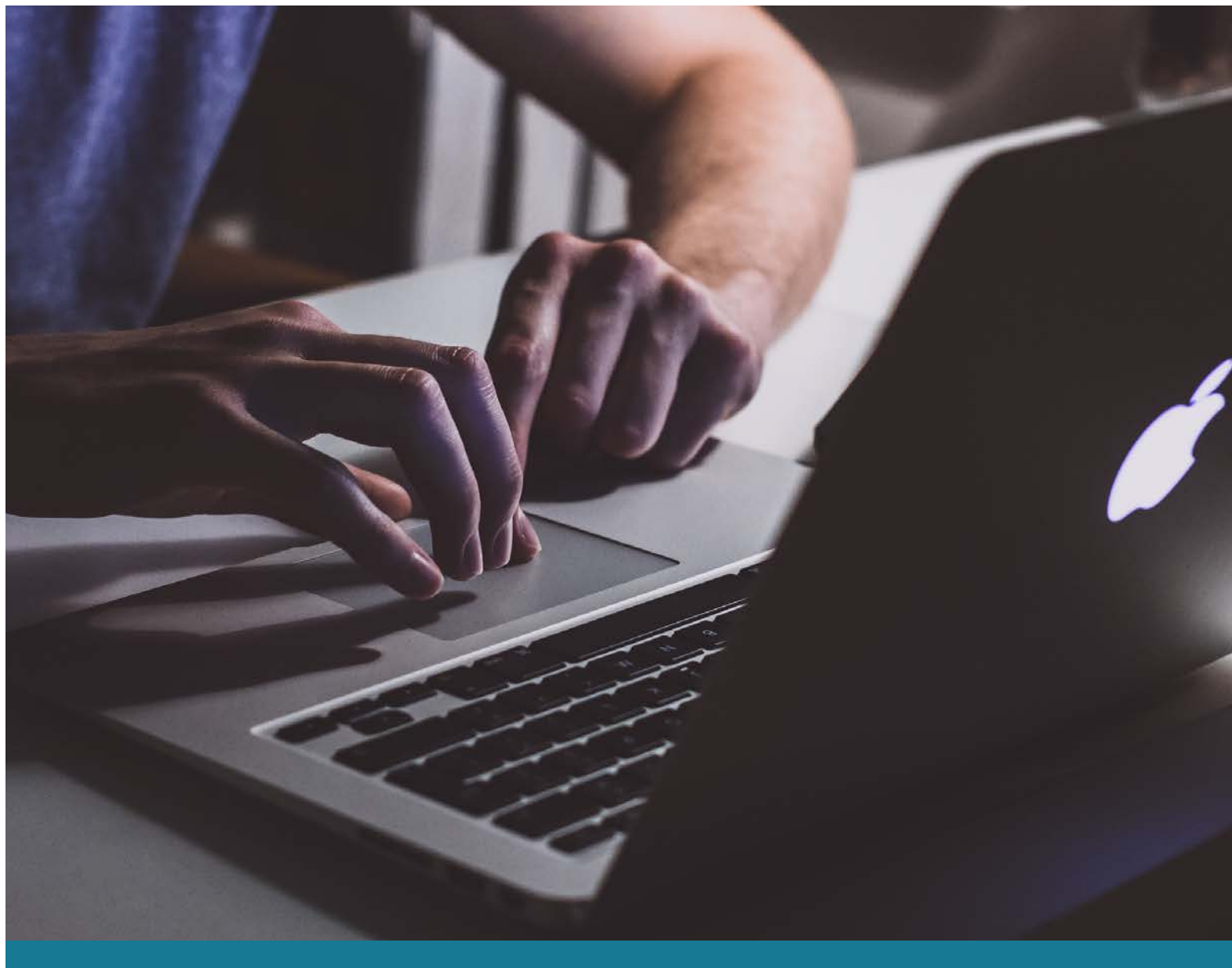
HELPFUL HINTS

- NSO activities in the first week of September are a perfect time to meet new friends, talk to upper-year students, learn about the campus, and have fun! Check them out!
- Parking passes can be purchased in the Student Centre on the first week of school. Make sure you have your UPEI ID number and the vehicle license plate number, year, and model with you when purchasing a parking pass!
- Getting student card at the Chi-Wan Young Sports Centre and the Registrar's Office (Make sure you bring a piece of ID!)
- Add money to your Campus Card is online at: upei.ca/campuscard
- Residence and dining hall operations change significantly over the December break. Make sure you apply early to request to stay over the break.
- Tuition and fees are due in the first few weeks of the term:
 - Remember! No credit cards for tuition, student fees, or residence fees
 - Online banking is the easiest way to pay!

WHO YOU GONNA CALL?



- RLA ON DUTY → SEE NOTICE BOARD IN ENTRANCE OF EACH RESIDENCE
- CAMPUS SECURITY SERVICES AT:
SECURITY DEPARTMENT: 902-566-0384 OR 902-566-0373
- STUDENT AFFAIRS (902) 566-0488
- UPEI HEALTH CENTRE TELEPHONE: (902) 566-0616
- SAFE WALK PROGRAM: (902) 566-0384 OR 566-0373



SERVICES IN RESIDENCE

RESIDENCE COMPUTER ACCESS



Where can I connect?

Each room or apartment is equipped with outlets that provide access to UPEI's high-speed network. All three residence buildings and the Wanda Wyatt Dining Hall are also equipped with dedicated wireless access. See signs posted around these buildings for login credentials to the UPEI residence network.

The residence network is designed for personal laptops, tablets, and phones. Using wireless printers or personal modems slows down the network for everyone else and is prohibited.

Purpose of Service

This service allows students unlimited access to email, the web, and other programs through a high-speed connection without tying up phone lines. Policies and regulations regarding computer use will apply to residence students as stipulated by UPEI's IT Systems and Services department. Violations of these policies will be addressed by Residence Services. A copy of the Computing Policies and violation sanctions is located below.

Servers/Routers/Switches

Students are not permitted to have more than one device connected through their assigned port. Therefore, the use of routers or switches is prohibited on the residence network. Students are also not permitted to set up servers that will traffic through the residence network. A student who violates either of these policies will have their connection privilege evaluated by Residence Services.

UPEI IT Systems and Services: Computing Policies

The computing and networking facilities of the University of Prince Edward Island are provided to support instruction, research, public service, and other intellectual pursuits by students, faculty, and staff. Acceptable use of these facilities can be loosely defined as that which is consistent with the University's mission, does not break the law, respects the rights of others, and recognizes the value and costs of the facilities. An attitude of cooperation, a sense of goodwill, and appropriate network etiquette are expected of all University faculty, staff, and student users.

Users of the University's resources accept personal responsibility for their actions and for use made of the resources allocated to them. Wasteful and frivolous use of computing and networking facilities, or allowing others to use your account, clearly falls outside the definition of acceptable use.

The University respects the rights and freedoms of students, faculty, and staff. However, where it is suspected that a user's actions violate these policies or threaten the operation of the University's computing or networking facilities, the University reserves the right to monitor user activity, inspect computer files stored on shared computers, and take appropriate corrective action to secure the system and protect the rights of other users.

The following items are examples of unacceptable uses which, depending on the circumstances and severity, may result in verbal warning, loss of account privileges, expulsion, dismissal, or criminal prosecution:

- Use of computing or networking facilities to violate federal or provincial laws, software license agreements, copyright, or University regulations and policies.

- Attempting to bypass standard procedures or limitations set by IT Systems and Services. This includes, but is not limited to, interfering with computer security systems and accessing a file without permission. Lack of file protection does not give the right to do these things.
- Use of computing or networking facilities for anything other than course-related, faculty-supervised research work, or University-related work. Examples include playing games and using computers for personal or commercial gain, including use of your UPEI e-mail address for business purposes. For subscribers of UPEI Access Services home accounts, use for non-University related pursuits is permitted, provided that such pursuits are strictly personal and non-commercial in nature. Use of a UPEI e-mail account is also restricted to personal and non-commercial activities.
- Use of another person's computer account. (Special exceptions require written permission from the Director of IT Systems and Services.)
- Attempting to discover or distribute another user's password.
- Sending, distributing, or displaying information that is offensive or annoying to others. Examples include sending chain letters, displaying offensive graphics, and knowingly propagating computer viruses.
- Tampering or interfering with computers, printers, network equipment, or their configuration settings. (Please report any equipment problems to IT Systems and Services.)
- Eating and drinking in student computer work areas or near computer equipment.

For more information about computer use at UPEI, please visit the UPEI IT Systems and Services website: www.upei.ca/itss

OTHER

Postal Service

When moving into residence, every resident is issued a mailbox key. Mailboxes are located in the lobby of Bernardine Hall and Andrew Hall. There is also a box for outgoing mail located in the lobby of each residence. Incoming mail should be addressed in the following manner:

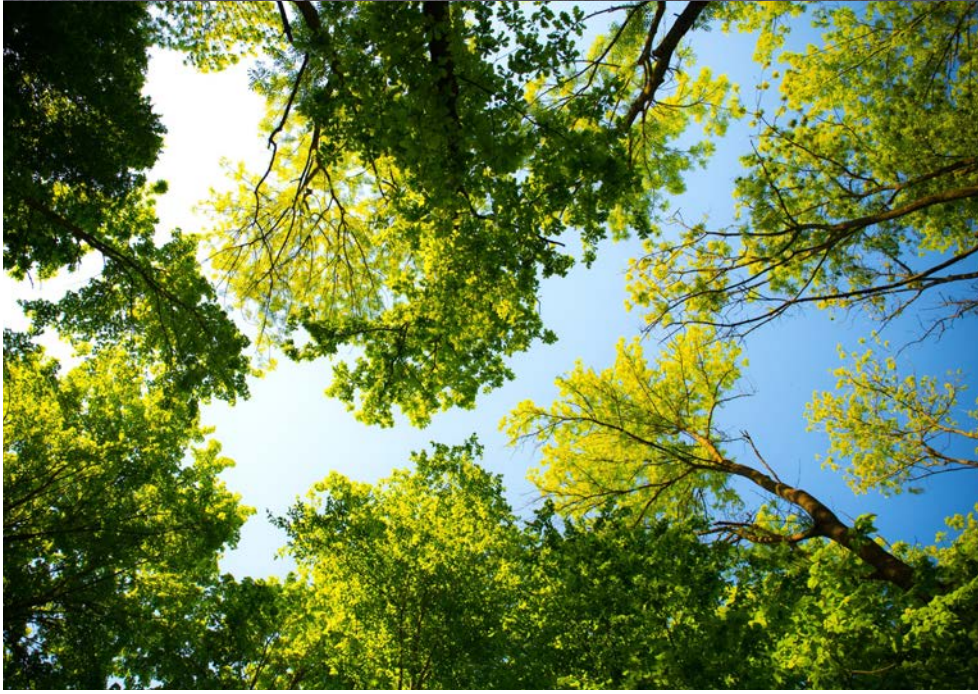
Residence Student Name
Residence Hall, Box #
University of Prince Edward Island
550 University Avenue
Charlottetown, PE C1A 4P3

Packages

Residence Services accepts packages on behalf of students. If a package comes addressed to you, we will email you. You can pick up packages at the residence services desk in Andrew Hall during office hours (Monday – Friday 9:00 am-6:00 pm)

Television Services

The common area lounges in Bernardine, Andrew, and Blanchard Hall are all equipped with televisions for residents' use. Blanchard Hall living rooms and each Andrew Hall bedroom is equipped with a 27-inch, colour television. In addition, all residence apartments/rooms are equipped with cable outlets. Channels available include the Discovery Channel, TSN, Much Music, A&E, Fox, and the Comedy Channel. At their own expense, residents may make arrangements with the local cable company for service beyond that which is offered as part of the residence cable package.



SUSTAINABILITY



SECURITY



MAINTENANCE

ABOUT THE FACILITIES

Repairs and Maintenance Services

In order to ensure facilities are operational for students, we request that residents report any damages or acts of vandalism either to Residence Services (residence@upei.ca), or by contacting an RLA. In addition, residents can fill out an online form to address maintenance issues.

By reporting damages and/or vandalism to Residence Services, the staff can assist additional University departments with completing repairs efficiently. Most importantly, the Residence Services staff and the University of Prince Edward Island can help ensure the safety and security of residence students and University employees.

Residence Rooms—please report any damage or maintenance issues within your room, including heating, electrical, and plumbing systems. When repairs must be made in rooms/apartments, attempts will be made to notify the occupants in advance.

Common Areas—please report any damage or vandalism of doors, hallways, lounges, bathrooms, entryways, etc.

Housekeeping Services

Custodial staff is responsible for the regular cleaning of common areas in each residence (corridors, lounges, floor washrooms, etc.). Residents are responsible for cleaning their own rooms and apartments (including private and semi-private washrooms). Basic cleaning equipment is available and may be obtained by contacting a Residence Life Advisor. Problems with cleanliness in the residences should be reported to your RLA or to the Residence Office.

Laundry and Linen Services

Card-operated washers and dryers are located on each floor of Bernardine Hall, on the first floor of Blanchard Hall, and on the main floor of Andrew Hall. Residents are expected to provide their own detergent, softener, dryer sheets, etc.

The UPEI Campus Card will be used in the card-operated washers and dryers. The cost for washing or drying is \$1.50 per cycle. Students can add value to their Campus Card for laundry at the residence services desk in Andrew Hall during business hours. You can also add money to your card online at <http://upei.ca/campuscard>. Instructions on the use of washers and dryers are posted in the laundry room in each building.

SAFETY AND SECURITY SERVICES

In order to ensure the safety of residence students, personal belongings, and University property, the University of Prince Edward Island promotes a shared responsibility and awareness for safety among residents, management, and UPEI. Please see the following section on safety protocols, which are enforced to protect each resident.

24-hour Lock-Up

All UPEI residences are locked at all times for the safety and security of the occupants. In addition, all of our residence facilities are equipped with surveillance cameras at all entrances and exits to help ensure the safety of our residents. Every resident of the building possesses a key allowing him/her access to the building. In order for this policy to be effective, it must be supported by the students.

Residents are expected to ensure that uninvited guests do not follow them into their buildings. Individuals who are not recognized should be questioned as to why they are on the premises. Residents who prop open exterior doors compromise the security of all residents, and are subject to disciplinary action.

Campus Watch

Personal security is important to all residents. By looking out for themselves, and for one another, residents are able to significantly increase the security of their new home. Listed below are just some of the ways in which this can be accomplished.

- NEVER prop open exterior doors.
- Do not allow unknown people to follow you into your residence.
- Your campus card is for you only – do not let friends use it
- Report any persons who appear suspicious to your RLA.
- Keep your room door locked at all times.

- Insure your belongings. UPEI does not take responsibility for lost, damaged, or stolen property.
- Do not leave valuables in open view.

Exit Routes and Evacuation Locations

Emergency exit routes are posted on the back of each residence room/apartment door. Residents are expected to familiarize themselves with these routes as soon as possible after move-in.

Fire or Smoke

Don't panic! All residences are equipped with fire extinguishers and alarms that are well maintained and tested regularly. In case of fire or smoke, activate the nearest fire alarm. At the sound of the alarm:

- Remain calm
- Close windows
- Put on appropriate clothing
- Leave lights on
- Feel the door for heat. If cool, open door slowly
- Leave door closed but unlocked
- Wake up residents in adjacent rooms
- Evacuate by exit routes outlined on the back of your room/apartment door
- Use an alternate exit if you encounter heat or smoke
- Re-enter the building only when it is deemed safe by Security personnel

If you cannot leave your room:

- Keep door closed and unlocked
- Call Security and let them know where you are
- Signal to people outside through your window. Hang out a sheet or towel
- Seal cracks in door with towels or sheets
- Stay low to the floor
- Await instructions

Please note: Tampering with or misusing firefighting or detection equipment is a serious offence. Offenders will be subject to criminal prosecution, as well as a maximum penalty of being expelled from residence without refund. Fire drills will occur periodically, without notice, during the academic year. All students are required to vacate the building when the alarm sounds.

Medical Emergency

All Residence Life Advisors are trained in First Aid and CPR, and all have access to First Aid kits. In case of emergency, an RLA should be contacted to deal with the immediate problem until further help arrives. Residents with similar training should identify themselves to their RLAs so they may assist in case of emergency.

Any residents with particular health problems are requested to identify themselves to their RLAs. This will help us deal effectively with any situations that may arise.

Security Personnel

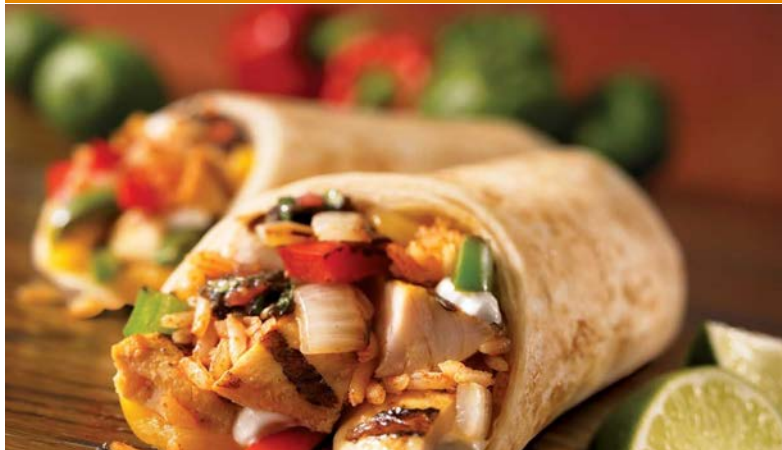
A Security Attendant works in the residence buildings in the evenings, Sunday through Wednesday, and two Security Attendants work Thursday through Saturday. The Attendant checks all three residences regularly to ensure that entrances and buildings are secure. The Attendant also responds to emergency

situations within the residences. In addition, UPEI Security Officers patrol the campus around the clock. These officers are special constables, and have all of the responsibilities and authority of city police force members.

Security Department phone numbers: 902-566-0384 or 902-566-0373



FOOD SERVICES



Food Services

Students living in Andrew Hall and Bernardine Hall are required to purchase a meal plan, but any student can buy a meal plan or purchase a single meal at the Wanda Wyatt Dining Hall. Open every day throughout the semester, the Wanda Wyatt Dining Hall menu combines a healthy blend of traditional, home-style comfort foods and several retail offerings on campus to satisfy a wide range of student food preferences. Our menu structure is flexible in nature, giving students an opportunity to try various cuisines in response to their own requests. For more information, visit our food services website at www.dineoncampus.ca/upei

Students will be able to enjoy a wide variety of fresh, finished-to-order entrées and regularly featured items that will tempt many. Fresh crisp salads will be available from our salad bar, and fresh baked goods, bagels, and gourmet coffee will help complete a very satisfying meal. Let's not forget about fast food favorites such as pizza, garlic fingers and burgers.

Healthier Eating

Our menus and recipes are reviewed by Chartwells Educational Dining Services dietitians and have been designed to meet the Canada Food Guide for Healthy Eating. This has involved the use of leaner meats, lower fat dairy products and dressings, and cooking with herbs and spices as a tasty substitute for salt. We ensure a plentiful selection of whole grains including breads, cereals, muffins, brown rice, and pasta. Salads, vegetables, and fruit are always fresh and available. Every day there is a wide selection of healthier eating choices with nutrient analysis available online. Any special diets will be dealt with promptly by our Food Services Director. Vegetarian offerings are on the menu for both lunch and supper meals. We also offer a wide variety of gluten-free options.

Meal Plans

As outlined in the Residence Life Agreement, residents of Bernardine Hall and Andrew Hall are required to purchase a meal plan. Meal plans (5- or 7-day) have

been created to satisfy any appetite. These plans allow students unlimited access to the Wanda Wyatt Dining Hall during the scheduled hours of operation. Blanchard Hall residents who wish to take advantage of our food services may purchase one of the above plans, or may choose one of the other plans made available by Chartwells/UPEI Food Services.

Wanda Wyatt Dining Hall Hours of Operation

Meals are served daily at the Wanda Wyatt Dining Hall from the beginning of the academic year until the end of exams. The meal plan program is adjusted on holidays and weekends, meeting the needs of our residence students.

Students have continuous access to the Wanda Wyatt Dining Hall from 7:00 am to 9:00 pm Monday to Friday, and from 9:30 am to 9:00 pm Saturday and Sunday with reasonable adjustments to these hours on holidays.

Students with 5- and 7-day meal plans receive \$100 in retail cash per semester, which can be used at the Courtyard Café and AVC Café or Tim Hortons in the W.A Murphy Student Centre. Retail cash can also be used to buy birthday cakes and student care packages from Chartwells. Students who purchase flexible meal plans may also receive an amount of retail cash (amounts differ per plan). Unused retail cash can be carried over from first semester to second semester, but all retail cash must be used by the end of the academic year as there are no refunds.

Accommodating Meals for Guests

Quite often, students are visited by family and friends. The Wanda Wyatt Dining Hall enables visitors to purchase meals using the same menu program as those students on a Meal Plan (all you care to eat). In addition, students with an activated meal plan may use the retail cash portion of their meal plan to treat a guest to a meal at the Wanda Wyatt Dining Hall.

Students are reminded that the unused portion of the residence meal plan is not

transferable to subsequent weeks for themselves or to friends and guests. For example, in week 10, if a student on a 5-day plan only uses 4 of the 5 days, the unused 5th meal cannot be transferred to a following week for themselves or for their friends and guests.

Policies

In order to accommodate the number of students who use the dining hall, the following policies have been established for dining hall use:

- Entry to the dining hall is conditional upon presentation of a valid UPEI Student ID that has been authorized for meal plan access or cash payment for that particular meal. Student IDs with meal plans must be taken to every meal as students will not be granted access without this card.
- Meal plans are non-transferable and may not be used by anyone else, even if you are absent from the campus and not using the card. Lost Student ID cards will be replaced at either the Chi-Wan Young Sports Centre, or the Registrar's Office located in Dalton Hall. Replacement costs will be \$20.00.
- Unlimited servings of all present menu items are available to all meal program participants; however, please take one serving and come back for seconds. You are welcome to come back as often as you wish.
- No food is to be taken from the dining hall, but students are permitted to consume whatever is available on the menu while in the dining hall.
- Eating utensils, china, cutlery, etc., are not to be taken from the dining room.
- Footwear, shirts, and pants must be worn in the servery and the dining hall.
- Conduct of patrons must not interfere with another's right to the quiet enjoyment of the facilities.
- Students are expected to return their dishes to the bus carts when they have finished dining.
- Smoking is prohibited in the dining hall.
- No alcoholic beverages may be consumed in, or brought into, the dining hall.

Feedback from you!

The University and Chartwells always welcome comments, complaints, and suggestions regarding the meal plan program. At times it may be as easy as speaking directly to the Chef and/or Manager on duty, or filling out a Comment Card and depositing this card in the designated area in the dining hall.

You may also send an e-mail to residence@upei.ca outlining your question, comment, or concern, and you can be certain to get a response from either the University or Chartwells, depending upon the issue on your mind. Don't be shy. Your question may be on the minds of others, too, and the solution may very well benefit everyone participating in the residential dining program.

STUDENT CONDUCT RIGHTS AND RESPONSIBILITIES



Rights, Responsibilities, and Policies

The well being of the residence community rests on the balance of the community's ability to meet the needs of the individual student and vice versa. This balance is best achieved when residents are aware of their rights and responsibilities to themselves, to others, and to the community.

Rights of a resident:

- Live in a clean and secure environment
- The right to have all reported residence concerns addressed in a timely manner
- The respect and safety of personal property
- Study without interruption or interference
- Be free from unreasonable noise
- Be free from intimidation and harassment
- Expect fair enforcement of the Residence Life Agreement
- Direct access to staff who provide assistance, guidance, and support as needed
- Equitable treatment when behaviour is in question
- Enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, or political affiliation
- Individual and group educational and developmental opportunities in their living community
- Participate in student governmental bodies and student life committees

Students have the responsibility to:

- Adhere to rules and regulations
- Comply with reasonable requests made by staff or University officials
- Meet expected room and board payments on schedule
- Monitor and accept responsibility for behaviour of guests
- Report violations of rules and regulations to appropriate staff
- Respect the rights of others as stated above
- Report maintenance problems/concerns to residence staff
- Participate in student government and student life committees
- Contribute positively to the community by participating in educational and developmental activities

Student Code of Conduct

Access a copy of the [UPEI Student Code of Conduct](#).

Residence Community Standards/Hall Rules

During the academic year (September–April), the University of Prince Edward Island Residences are locked 24 hours a day and are accessible only to residents, their invited guests, and University employees who are required to be in the residence as part of their employment. During that time, the residences are for the exclusive use of residence students and are private residences. Any person found within a residence building who does not fit the above description will be escorted out of the building.

In order to ensure that every resident gets the most enjoyment out of their time in residence, the following policies have been put in place. These policies have been devised to provide each resident with a safe and secure living environment cohesive to academic learning.

Please Note: While every effort has been made to outline specific policies, UPEI Residence Services recognizes that situations may arise throughout the year that has not been mentioned in the handbook. The rules and regulations of residence life are, therefore, subject to change and review.

Alcohol Policy in Residence

Possession or consumption of alcoholic beverages by or distribution of alcoholic beverages to, individuals under the legal drinking age is a violation of University policy and provincial law. In the province of Prince Edward Island, the legal drinking age is 19. Students are responsible for knowing, understanding, and complying with applicable provincial and University laws regarding alcohol. Disorderly conduct resulting from consumption of alcohol and/or failure to comply with the alcohol policy will result in disciplinary action.

Purpose

The purpose of this policy is to address the concerns associated with the use and abuse of alcohol in residence. The policy outlines the rules and regulations

used to monitor alcohol consumption in the residences during the academic year. The abuse of alcohol or intoxication is prohibited anywhere within UPEI Residences.

The objectives of this policy are:

- To promote responsible attitudes about the consumption of alcohol in a manner consistent with the philosophies and objectives of Residence Life.
- To ensure that the safety of residents and/or their guests in the residence halls is not jeopardized when and where alcohol is permitted.
- To develop alcohol policies that are clear, readily understood, consistent, and equally applicable to all students and/or their guests.
- To reduce risks and potential liabilities associated with the consumption of alcohol to students, guests, organizers, Residence Services staff, and the University.
- To comply with provincial liquor laws.

Terms and Conditions

The following terms and conditions for the possession and consumption of alcohol in residence apply to all UPEI residence students and their guests. Violations of these regulations will result in disciplinary action up to and including eviction from residence.

Alcohol

Please note to decrease the potential risk of broken glass within the residence facilities, single serving alcohol bottles will not be permitted in residence. All single serving alcohol products brought into residence must be in cans.

Residents and their guests who are of legal drinking age are permitted to have and consume alcoholic beverages under the following conditions:

While in the Residences lounges:

- Only one container per person is permitted. This must be a non-breakable, non-transparent sealable container (i.e., non-transparent plastic water bottle with a closed cover of cap).

- Containers such as beer cans, pint bottles (plastic or glass), or kegs (large or mini) are not permitted. Glass containers are also not permitted.
- Containers cannot hold more than twenty-two (22) ounces.
- The number of people in the lounge at any one time may not exceed the fire limit.
- The Director of Ancillary Services, Residence Life Coordinator, Residence Housing Coordinator, a Senior Residence Life Advisor or Residence Life Advisor, UPEI Security Officer, or other persons in authority may terminate a room or lounge party (whether formal or informal) at their discretion.
- Overindulgence of alcohol in these areas will not be permitted. Offenders will be subject to disciplinary action.

Residents and their guests must comply with all Residence rules and regulations.

Transportation of alcohol within residence buildings:

- All alcoholic beverages must be transported from room to another room or lounge on the same floor in a non-breakable, non-transparent sealable container less than 22 ounces (i.e., non-transparent plastic water bottle with a closed cover or cap).
- An alcoholic beverage (single container) may be transported from one floor to another floor in a non-breakable, non-transparent sealable container less than 22 ounces (i.e., non-transparent plastic water bottle with a closed cover or cap).
- An open can of beer may NOT be transported from one floor to another as it is considered open alcohol
- Alcohol can be transported from one floor to another floor in a closed box, non-transparent bag (i.e., shopping bag, knapsack, paper bag), or a non-transparent plastic water bottle with a closed cover or cap.
- Open alcohol is considered a container that is open and contains alcohol, as well as:
 - A can of beer missing from the plastic rings of 6 or 8 packs
 - A cooler bottle missing from a 4-pack carrying case
 - A bottle of liquor with a cap that has been previously opened

**Open plastic rings/cooler cases/liquor bottle(s) are to be

transported in a concealed box or non-transparent bag between floors**

Hallways:

- House residents and their guests are not permitted to consume alcohol while in the hallway.

Stairwells:

- Closed alcohol may be transported between floors, provided that it is concealed in a box or non-transparent bag.
- House residents and their guests are not permitted to consume alcohol while in a stairwell.

Common area bathrooms:

- No alcohol, closed or open, is permitted in the common area bathrooms at any time.

Common fridges:

- Residents are not permitted to store alcohol in common area fridges.

Elevator:

- No alcohol (open or closed) is permitted in the elevator in Andrew Hall at any time.

Additional Information Concerning Alcohol in Residence:

- The health and safety of residence students is of primary concern. Students are expected to inform an RLA when assistance is needed.
- Drinking games and activities promoting excessive/irresponsible drinking are not permitted in any residence building. This is to assist with the responsible consumption of alcohol and deter any personal injury that may occur from excessive drinking.
- Certified medical staff (i.e., ambulance attendants) will be called when there is a reasonable concern for the safety of a student(s) or guest(s) as a result of consuming alcohol. Any costs associated with/resulting from such a call (i.e., ambulance ride to the hospital) will be the responsibility of the

student(s)/ guest(s) for whom the call was made. UPEI Security may also be called to deal with intoxicated student(s)/guest(s), as well as underage drinkers.

- Providing an alcoholic beverage to a minor or to a person apparently under the influence of alcohol is prohibited.
- Consumption of alcohol will not excuse any conduct that violates a University or Residence Regulation.
- The possession of open containers of alcohol, and/or the consumption of alcohol, is prohibited on University grounds.
- All house events that involve the serving of non-profit or profit alcohol must be served within an approved licensed lounge in a residence hall. Therefore, house function organizers or residence students are not permitted to serve or sell alcohol from a leased residence room or non-licensed area within a residence hall for any house function.
- Alcohol being sold (regardless for profit or not) at a house function must be sold by the University of Prince Edward Island's food services company.
- Non-profit alcohol (provided by house event organizers) being served to function guests must be served by a person who holds a responsible beverage server certificate.
- Beer provided in kegs (including mini-kegs), wine in boxes, spirits in bottles greater than 40 oz. and other higher quantities will not be permitted to be served or sold at a house function unless it is being served or sold by the University of Prince Edward Island's food services company.
- The University's Alcohol Policy is in effect for all house functions, but may be superseded by the Prince Edward Island Provincial Liquor Laws.
- Violations of this policy may result in disciplinary action up to and including eviction from residence.

Please drink responsibly.

Cannabis in Residence

Preamble

Given changes to federal and provincial laws regarding cannabis, Residence

Services wants to provide information for residence students and guests with respect to cannabis on campus, and specifically in residence.

The summary statements with respect to law and policy set out in this handbook are merely a guide. The detailed rules with respect to cannabis are contained in legislation and UPEI policies, and these are the rules that apply.

Law

The Provincial Cannabis Control Act (“CCA”) contains a broad scope of rules surrounding cannabis which can be classified into three general categories: possession, consumption and distribution.

The following is a brief summary of highlights from the CCA that are important for students in residence to be aware of.

Possession

An individual can carry up to 30 grams of dried cannabis on their person, provided that the cannabis was obtained lawfully and that they are over the age of 19. Cannabis can be stored in a private dwelling (subject to further restrictions set out below), provided that the cannabis was obtained lawfully and that the place of storage is inaccessible to people under 19 years of age.

Consumption

Users aged 19 years or older can consume cannabis in a private dwelling or on vacant land that the public does not have access to, so long as the cannabis was obtained lawfully.

Distribution

Only authorized vendors can promote, display, or distribute cannabis.

UPEI Policy

The UPEI Board of Governors has enacted policies that regulate cannabis on campus. These policies are as follows:

Smoke-Free Campus Policy

Alcohol and Drug Policy

These policies apply to all persons on the UPEI campus, including students in residence. It is important that students in residence read and understand these policies.

The following is a brief summary of some of the prohibitions and limitations in UPEI policies that are important for students in residence to be aware of.

Smoke-Free Campus Policy

- Prohibits smoking anything, including tobacco and cannabis, on campus
- Prohibits the purchase, sale, distribution, advertising and promotion of tobacco and cannabis products on campus

Alcohol and Drug Policy

Possession of cannabis must be in accordance with federal and provincial laws

- Prohibits the cultivation of cannabis on campus;
- Limits the consumption of cannabis on campus so that cannabis may only be consumed, by means other than smoking, in accordance with federal and provincial laws and in a private residence room; and
- Limits the storage of cannabis on campus so that cannabis may only be stored in accordance with federal and provincial laws and in a private residence room.

Residence Restrictions

In addition to the above law and policy regarding cannabis that applies to students in residence, there are further restrictions on cannabis storage and use in residence.

Storage and Possession

Cannabis in residence must be stored in an airtight container to reduce the effect of any odors. Cannabis stored in residence must be inaccessible to students or guests under the age of 19 at all times. The container must also be clearly identified with a label indicating the contents.

Cannabis Equipment

All equipment used for the purpose of consuming cannabis in accordance with law, policy, and the residence handbook, must be stored in an airtight sealed container. The storage container must be stored in the residence student's assigned space in a non-visible location and must also be clearly labelled to identify the contents are for cannabis use only.

Consumption

Campus is a smoke-free environment. Cannabis edibles may not be produced or manufactured on campus, or by using any University-owned cooking equipment.

Conduct Actions

As explained in the UPEI Residence Life Agreement, any Residence Services staff member reserves the right to enter any residence space with sufficient notice. Therefore, if a Residence Services staff member suspects prohibited use or abuse of cannabis by a residence student or guest, a staff member will enter a residence facility to inspect and evaluate the situation. Should the residence staff member deem the situation in violation of the rules and regulations as outlined, he or she will follow proper protocols as per the UPEI Residence Behaviour Policy.

In a situation whereby a guest is in violation of the rules and regulations, the guest may be requested by any Residence Services Staff member or authorized UPEI Personnel to leave the residence facility immediately and, upon further evaluation, a to-be-determined period of time.

This evaluation will be based on the violation committed and the impact on the residence community, treatment of UPEI staff. If necessary, assistance from additional UPEI Personnel (e.g., Security Services, Student Affairs, etc.) may be requested. For example, any violation that is questionable to be illegal will involve the immediate assistance of UPEI Security Services.

The Residence Student responsible for the guest, who has violated the rule or regulation, will also be disciplined for failure to monitor his or her guest's actions. The conduct response for the Residence Student will be based on the UPEI Residence Behaviour Policy.

Failure to abide by one or any of the rules or regulations as outlined in this policy will result in a conduct action as deemed appropriate by Residence Services staff. This will be based on, but not limited to, the process as outlined in the UPEI Residence Behaviour Policy. The outcome of may result in the evaluation of the residence student's living arrangement in UPEI's Residence facilities.

Support

Should a residence student become concerned about his or her use of cannabis products, Residence Service Staff are available 24 hours/day during the academic year to provide support.

The residence student is encouraged to visit with a Residence Life Advisor, or, residence staff in the main office of Bill and Denise Andrew Hall.

Student Affairs, located in Dalton Hall, also provides registered students with support on a number of personal issues.

Residence Students also have the option on contacting the Island Helpline 24 hours/day. The number is toll free, 1-800-218-2885.

Additional Residence Community Standards

Appliances

Television sets, microwaves, small refrigerators, etc., are permitted in residence rooms/apartments under certain conditions. Any appliance that presents an excessive strain to the residence electrical system, creates excessive levels of noise, or poses a risk of fire will have to be removed. Stereo and computer subwoofers are not permitted in residence.

Cooking/Kitchens

The use of toasters, toaster ovens, sandwich makers, hotplates, etc., in Andrew Hall and Bernardine Hall is prohibited. Residents may have small fridges or microwaves in their rooms (see Appliances). Food must be kept refrigerated or in airtight containers.

Kitchen facilities are provided within each apartment in Blanchard Hall. Common kitchen facilities are provided in the traditional residences for the preparation of light snacks. Residents must provide their own cooking and eating utensils. Cleanliness of kitchen facilities is the responsibility of the users. Any unused food, unwashed utensils, dishes, or containers left behind in common kitchens may be disposed of by residence staff that cleans these areas. UPEI accepts no responsibility for unattended items left in these kitchens.

Cooperation with Staff

Residents and guests are expected to comply with reasonable requests from staff members. Failure to co-operate with and/or verbal or physical abuse directed towards a staff member (residence staff, custodial staff, maintenance staff, or security attendants) will result in disciplinary action up to and including eviction from residence.

Damage

It is expected that normal “wear and tear” will affect our facilities; however, damage that appears to have occurred beyond this will lead to disciplinary action. Residents are held responsible for costs incurred in repair, replacement, and/or extra cleaning of damaged or neglected items and area. Further, when damage occurs to shared areas and cannot be attributed to specific individuals, charges will be distributed among the residents of the room, apartment, or entire Hall as applicable. Such owing amounts will be applied to individual student accounts.

Residents will complete room/apartment assessment forms when they arrive. It is the responsibility of each resident to ensure that the information contained on his/her form is correct, and to submit the form to a Residence Life Advisor within two days of checking into residence. At the end of the academic year, the

information on these forms will be used to determine if extra damages have been caused within rooms/apartments.

Please note that the removal of window screens is prohibited, as they are inevitably damaged in the process. Residents will be charged the full replacement cost for screens that have been removed.

Decorating

The Residence Services team encourages you to make your room yours. Please feel free to personalize your room so that you will be comfortable in your residence. That being said, because of the potential risk to furniture and walls, tape, tacks, wallpaper, and painting are not permitted. We request you use “poster putty” to fix items to the walls. Also, we request that you please respect your room/dorm-mates in your choice of decorations. If the material displayed is offensive to others, you will be asked to remove it.

Drugs

The trafficking, use, or possession of illegal drugs is a federal offense, inside or outside the UPEI residences, and is strictly prohibited. Residence staff will enter any room in which there is reasonable suspicion that this regulation is being breached. Questions of “reasonableness” will be at the sole discretion of the Director of Ancillary Services, and/or the Residence Life Coordinator/Residence Housing Coordinator. Storing illegal drugs in your residence room is considered possession. Those found in violation of this policy may be subject to criminal prosecution and normally will be evicted from residence without refund.

Marijuana

As per the residence smoking policy and the UPEI smoking policy, smoking of any kind is strictly prohibited. This includes vaping. Growing marijuana plants is not allowed in residence and all federal and provincial laws and regulations must be followed.

Fire Safety

Due to potential risk of fire, students are prohibited from using or having the following items in their rooms/apartments:

1. Halogen lights/lamps (Type A 3-way light bulb fixtures acceptable).
2. Candles.
3. Open element appliances (i.e., toasters and toaster ovens) in rooms located in Andrew Hall and Bernardine Hall. However, these can be used in the kitchens of Blanchard Hall apartments, or in the kitchenettes of Bernardine Hall.

Furniture

Common area furniture is for the use of all residents and is to remain in common areas. Removal of such furniture to private rooms/apartments is prohibited.

Residence rooms and apartments contain certain furnishings as outlined on the room/apartment assessment forms (bed, desk, chair, etc.). Removing furniture from individual rooms/apartments is prohibited. Students will be billed for any missing/damaged furniture.

Game/Pool Room

The following are a list of guidelines for using the game/pool room:

1. The person who signs for the equipment and key to use the pool/game room is fully responsible for the room, pool table and equipment/accessories. This person is also responsible for the cost of repair to any damage to the room, pool table and equipment accessories.
2. No beverages are to be near the pool table. Please refer to the Lounge Alcohol policy for the use of alcohol in these type of rooms
3. No leaning or sitting on the game/pool table.
4. No tossing/throwing of the accessories (cues, pool balls, etc.)
5. Ensure the game/pool table is covered and the lights are turned off after use.
6. All equipment/accessories are to remain in the pool room.
7. The room is to be vacated by 10:00 pm Sunday-Thursday and 2:00 am Friday-Saturday
8. If any damage does occur to the table or equipment/accessories, it is to be reported to the on-duty RLA or Residence Office immediately.

Guests and Sign-in Policy

UPEI residences are private residences. As such, they are for the sole use of residents, their invited guests, and authorized University employees. During certain hours, visitors may be required to sign in to a particular residence. Uninvited visitors are trespassing. All residents have the right and the responsibility to ask uninvited visitors to leave the premises (with the assistance of an RLA and/or Security personnel, if necessary). Residents are responsible (and held accountable) for the behaviour of their guests, and for making their guests aware of all residence policies. A resident may have his or her guest privileges revoked if his or her guests breach residence policies. A guest can be asked to leave at any time by the Director of Ancillary Services, Residence Life Coordinator, Residence Housing Coordinator, Residence Life Advisors, or UPEI Security Personnel.

All residents of Bernardine and Andrew Hall are required to sign in their guests who are in the building beyond 8:00 pm on Friday and Saturday evenings. Guests are required to submit a photo identification card (student ID, driver's license, etc.) and indicate what time they enter and leave the building. The RLAs oversee this sign-in policy to ensure the safety of residents is not compromised by unwanted visitors or those who are not signed in. The Security attendant ensures the same from 10:00 pm to 6:00 am daily. Guests or residents found in violation of this policy are subject to having their visiting/guest privileges revoked. The sign-in policy was developed in cooperation with Bernardine residents to create a safer, more secure residence hall.

Overnight Guests

Non-residence students and others are welcome as visitors in residence rooms only in cases where a roommate has been consulted and has given assurances that she or he will not be inconvenienced by the presence of visitors. This is especially important in the case of anticipated overnight visitors. Guests are not permitted to stay in residence at any time during Orientation Week/New Student Orientation or during the examination period. Overnight guests are discouraged during stressful times such as mid-term exams.

1. Overnight guests may not stay more than four nights per month, and may not return excessively. Please note that the University of PEI residences are not designed to accommodate couples.
2. Each room cannot host more than two visitors at a time.
3. You are accountable for your guest(s) at all times and will be held responsible if your guests violate Residence Services or Student Rights and Responsibilities at UPEI. Your guest(s) must be accompanied by you at all times.
4. Guests who cause noise or other disturbances will be required to leave the residences immediately.
5. Guests may only stay overnight in your room. Guests may not sleep in hallways or lounges. Students sharing a double room or an apartment must mutually agree to any arrangements with respect to overnight guests. Under no circumstances may another student's privacy or property be violated.

Insurance/Personal Property Liability

As stated in section 13 of the Residence Life Agreement:

You are responsible for your own personal effects. The University will not be liable for the loss of or damage to personal effects belonging to you or your guests due to fire, theft, flooding, malicious damage, etc. We urge you to be sure that you possess sufficient insurance to cover your personal effects.

Please note: Incidents of loss of personal effects or suspected theft should be reported to your RLA who will in turn refer the incident to the Residence Life Coordinator, Residence Housing Coordinator, Director of Ancillary Services, Campus Police, and/or the City Police. We urge you to keep your door locked at all times when not in the room.

Keys/Lockouts

Each resident is issued a set of keys giving him/her access to his/her residence and residence room. Each set of keys is solely for the use of the resident and may not be loaned or given to others. Furthermore, any student who attempts to gain or has successfully gained illegal access to another student's room will be subject to sanctions up to and including eviction from residence without refund.

A resident who has inadvertently become locked out of his/her room may request that a Residence Life Advisor give him/her access. Should this service be abused, a fee may be implemented.

As a matter of safety, residents are prohibited from installing locks (including chain locks) of their own on bedroom, room, or apartment doors.

Lost keys will result in a \$40.00 charge to the resident for lock cylinder replacement. Should keys not be returned upon move-out, this charge will be applied against the resident's security deposit.

No Smoking

Smoking has been prohibited in all residence facilities; this includes ALL residence buildings. Students and guests wishing to smoke must leave the residence buildings. In addition to leaving the residence buildings, students and guests must comply with the University Smoke-Free Policy which states people must be at least 9 meters (30 feet) from any University building before smoking.

Noise

A student's right to quiet study and sleep supersedes others' rights to make noise, 24 hours a day, 7 days a week. Students need to be aware of their neighbours and must be prepared to compromise on issues of noise. Co-operation helps make residence a great place to live. Should a resident be disturbed by noise at any time (while in his/her room or a study room), it is his/her right to request the offender(s) to quiet down. Residents should approach an RLA for assistance in situations where disputes over noise cannot be settled.

Quiet hours are those times during which residents are prohibited from making noise that can be heard outside their bedrooms, or that may disturb the resident's roommate (if applicable), or which can be heard from outside the residence and disturbs a resident inside the building. While absolute silence may not be possible (nor expected), excessive noise is not permitted.

Quiet hours exist in all three residences between 10:00 pm and 8:00 am from Sunday to Thursday, and between 2:00 am and 8:00 am on Fridays and

Saturdays. Residents are expected to be extra considerate during quiet hours, as others are sleeping or studying and are likely to be disturbed by noise. On occasion, quiet hours may be suspended by the Residence Life Office for special events, provided that residents are given advance notice.

There are designated 'Quiet' sections in Blanchard Hall (1D, 2D, 3D). For these areas, quiet hours are from 8:00 pm to 8:00 am Sunday to Thursday, and from midnight to 8:00 am Fridays and Saturdays.

Finally, to provide students with every opportunity to have satisfactory studying and rest conditions in preparation for end-of-term examinations, a revised quiet-hour schedule becomes effective in every residence prior to the final week of classes in each semester. This date is subject to change, and can be found on the UPEI Residence website (upei.ca/residence) under "Important Residence Dates."

Parking

Residents are permitted to bring vehicles; there are a limited number of designated parking spaces specifically for residence students in front of Bill and Denise Andrew Hall. Otherwise, it is up to each resident to find an unrestricted parking space daily. Students are required to purchase a parking pass, which is available from the Facilities Office. Call 902-566-0384 for rates and information. Students will also be required to abide by UPEI parking regulations, which will be enforced by UPEI Security.

Pets

The only pets allowed in the UPEI residences are fish in bowls or tanks. Birds or animals, caged or uncaged, are not permitted at any time. Guest/visitors who bring animals are required to leave them outside the buildings.

Service Animals in Residence

Service animals are permitted to live in residence and are allowed to accompany persons with disabilities and/or their handler in residence areas and the Wanda Wyatt Dining Hall, unless prohibited by law or the presence of the service animal endangers health and safety of individuals on campus. Students requiring

residence access for their Service Animals will have to make a formal request for access to the Accessibility Services Office as per the applicable procedures. When applying for on-campus residence, students who have been granted campus access for their Service Animals will also inform Residence Services accordingly and provide them with adequate notice to process the application (we cannot guarantee we will be able to meet requests made after June 1). See [UPEI Service Animal Policy](#) for more details.

Pranks

Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. This includes, but is not limited to, participating in potentially destructive activities such as dismantling, removing and/or relocating residence/personal property; and activities that may cause personal injuries, embarrassment, or activities that harass an individual or group of individuals.

Residence Hall Events/Functions

UPEI Residence Staff, and/or UPEI Residence Students must submit a written request for house functions. The event organizer(s) must meet with the Residence Life Coordinator a week prior to the event, and the proper documentation must be submitted on time. Every event must be approved by the Residence Life Coordinator to ensure all safety and risk factors will be met, and that the event will contribute to the positive living and learning environment that we strive to create in residence.

Restricted Access

Restricted areas in residence include all custodial closets, boiler rooms, mechanical rooms, attics, or any area that cannot be accessed using a student's exterior or room door key(s). This is to ensure the safety and security of residence students and University employees.

Room/Roommate Changes

The University reserves the right to reassign individuals to different rooms, floors, and/or buildings at any time, should such moves be deemed necessary by

Residence Services.

Living with other individuals can be a challenge, particularly if you share a bedroom. Open communication with your roommate(s) at the beginning and throughout the year on issues such as study habits, acceptable noise levels, cleaning, and guests is essential and will help prevent major roommate problems. Residents are expected to work together to resolve personal differences, with the help of an RLA if necessary.

Residents may request room or roommate changes only after 3 weeks of living in their assigned spaces. Changes, however, will only be considered after significant efforts to communicate, compromise, and get along with one another have been made. Room changes are not made for reasons of convenience only, and may be limited as a result of available space.

Scented Candles and Incense Sticks

It is important to note that UPEI is a scent-free campus. Due to fire regulations and increased sensitivity by residence students and University personnel to various fragrances, burning incense sticks or scented candles in residence buildings is prohibited. For additional information regarding candles, please refer to Fire Safety guidelines.

Sports Equipment

Sports equipment is intended for use outdoors or in proper facilities, and not in the Residences. Playing hockey, throwing balls, or riding bikes in the Residence results in unnecessary damage to the building and is prohibited.

In Bernardine Hall, sports gear may be stored neatly in designated areas (your RLA will have details). Only residents are permitted to use these areas. Blanchard Hall residents should store equipment in their apartment.

Storm Days

During the winter, it is quite possible that the University may close due to inclement weather. While UPEI may shut down, UPEI Residences will remain

operational. Food services will be available, although usual offerings may be reduced.

The Waste Watch Program

As part of an Island-wide environmental initiative, UPEI will be regulating and enforcing the Waste Watch policy. Waste Watch is a mandatory program established to help reduce the amount of waste on Prince Edward Island. Students will be expected to follow the guidelines and procedures set up by Waste Watch, and sort their garbage into recyclables, organic compostables, and residual wastes. A number of clearly labelled receptacles have been distributed around campus and also throughout residence—both in individual rooms and in common areas. For more information on the Waste Watch program, please call toll-free at 1-888-280-8111, or visit their website at iwmc.pe.ca/ Remember: Waste Watch benefits everyone.

Weapons and Explosives

The possession or use of firearms (including air pistols/rifles), other weapons, gunpowder, firecrackers, propane tanks, gasoline, or other materials or objects that may prove hazardous to the residents of the building is strictly prohibited and will typically result in eviction of the offending resident.

Procedures for Community Standards Violations

Students are responsible for their own behavior and conduct, as well as that of their guests. In order to assist all residents of Bernardine Hall, Blanchard Hall, and Andrew Hall to be successful in community living, the following protocols have been established:

1. All residents are expected to read and understand the online Residence Life Handbook;
2. Prior to moving into Residence, all residents are required to sign a Residence Life Agreement indicating that they have read and understood the Residence Life Handbook;
3. All residents are required to attend and participate in floor meetings throughout the year where the essential community norms, guidelines, and rules are explained and discussed by Residence Life Advisors.

4. RLAs will make personal contact with each resident during the first week on campus. During this time, the RLA will review policies and procedures and ascertain that the resident fully understands the expectations for behavior within the community.

Residence Life Behaviour Policy

This policy is in effect for all UPEI residents and exists for the benefit of all students. This policy applies in all UPEI residence facilities and covers the behavior of residents and their guests while in any UPEI Residence facility. The online Residence Life Handbook clearly describes the various policies and behavioural code of conduct that apply to students living in residence. Each resident is responsible for learning and following these policies. Questions about the various policies and guidelines should be addressed to Residence Services staff. While Residence Services provides written guidelines and policies to each resident, it is possible that during the course of the year a student may forget the various policies, or for some other reason behave in a way that is not in compliance with the stated policies. When this happens, the following procedures will be followed:

1. On first offense, a Residence Life Advisor (RLA) will discuss the situation with the student, and document it in the RLA service report for that day. Any individual discussion with an RLA related to violation of a particular rule should be understood as a verbal warning to the resident, and the resident should adjust his/her behaviour immediately. The student may be required to meet with the Residence Life Coordinator to discuss the incident. A written warning may be issued after the first offence.
2. On the second offense, the student is issued a written warning by the RLC. The written warning indicates the specific rule/policy that the student has violated. In addition, a behaviour bond for \$100 is placed on the student's account, indicating that if the student violates the same (or a related) rule or policy again (i.e., a noise policy or an alcohol-related policy), the bond will be executed and the \$100 will be charged directly to the student's account. This written warning and behaviour bond is signed by the student and the Residence Life Coordinator.
3. On the third offense, the behaviour bond is executed and the student's account is charged \$100. A meeting is held between the student, and the

Residence Life Coordinator. At the meeting, the nature of the offense(s) is discussed, and the student signs a behavioural contract, stipulating that if he or she violates ANY University or Residence policy in any of the Residence facilities, he or she will be evicted from Residence. All RLAs in the residence are notified of the behaviour contract.

4. If a student under a behavioural contract violates any other Residence Life policy in any of the Residence Facilities, he or she will be evicted from Residence Life.

The above procedure serves as an overlay to all other Residence policies and procedures. For example, if a student causes physical damage to University property, his/her account is charged the appropriate amount to repair the damage and the appropriate disciplinary step is taken. If a student behaves in a way that may cause harm to self or others, the appropriate safety measures are taken (medical assistance or security is summoned), and the appropriate disciplinary action is taken. In extreme cases (or those that involve violation of criminal law), the Residence Office may waive the steps outlined in this policy and move to evict the student. Possible consequences for serious offenses include behavioural contracts, educational sanctions, and/or eviction from residence without refund.

The ultimate goal of Residence Life is to provide an environment in which students are able to pursue academic success, engage in fun and social activities that promote the development of lasting relationships, and explore opportunities for personal growth. This procedure is in keeping with this goal and provides an opportunity for student leaders and students alike to participate in the development of a self-governing community

Healthy Living and Personal Wellness

Living in residence is a unique experience for everyone. The majority of students have never had the opportunity to live away from home for a prolonged period of time, or have never had to share a living area with someone other than their own family members.

Whether you are living in residence, sharing an apartment, or living at home, healthy living and personal wellness are important daily tasks that everyone should complete. Personal hygiene and healthy living can stem from eating properly, bathing on a regular basis, brushing and flossing your teeth, and washing your clothes and linens, to making sure you are well-rested. While living in residence, students should be conscious of their personal wellness to maintain a healthy style of living, as well as to ensure they are not negatively affecting the people living with or around them.

Maintaining a healthy style of living and good personal hygiene not only eliminates tension among residents, it also helps to prevent infectious diseases and unwanted odours. Diseases and odours may be absorbed by clothes, hair, skin, improperly prepared food, and unclean living and cooking areas. As part of the Residence Life program it is important to ensure that residence students are aware of what may happen if they practice poor hygiene or neglect a healthy style of living.

Residence Services staff members are available to help students who may have questions about healthy living or personal wellness. The Department of Student Affairs, located in the W. A. Murphy Student Centre, has counsellors available who deal with students' personal and academic issues. The campus Health Centre, also located in the W. A. Murphy Student Centre, can also answer questions that residence students may have regarding healthy living and personal wellness.

Residence Procedures

Admission/Re-admission

Those who wish to re-apply to residence must complete a residence application for the next year. The application can be found at <http://upei.ca/residence/apply>. The application for the following year is posted in November. Re-admission offers will be based on the order in which completed applications are received and availability, so it is best to apply early. Offers of admission will be sent out via email beginning in February and will continue to be sent until all residence rooms are full. Those who are not offered a space in

residence will be placed on a waiting list and will be contacted if a space becomes available. If the demand for residence rooms exceeds available spaces, students will be accepted into each residence as follows:

Residence Services reserves the right to: (1) balance upper-year/first-year populations and male/female ratios in residence buildings and on residence floors; (2) allocate rooms independent of this process under special circumstances (i.e., physically disabled students); (3) deny applications for re-admittance to the Residence Life Program.

Room/Apartment Occupancy

To maintain the consistency of the terms outlined in the Residence Life Agreement and the student's rights within residence community:

Only individuals who have been accepted into the Residence Life Program, signed this agreement, paid the designated fees and checked into Residence shall occupy Residence spaces. (Section 19; Residence Life Agreement)

Guests (i.e., family or friends) of a residence student are not permitted to occupy a residence space unless as stated within the guidelines of the residence Guest policy. Failure to comply with this policy may result in the evaluation of the residence student's living arrangement by UPEI Residence Management. This evaluation could result in requesting the student to leave residence within a scheduled time period (financial obligations will be discussed on a case-by-case basis).

Medical and Compassionate Withdrawal Request

Once a resident has signed his or her residence agreement, the resident may not cancel the residence agreement and is financially responsible for the full 8-month term (September to April) of residence fees (or 4 months for fall-only or winter-only exchange students). Cancellations before certain dates may result in some money refunded. See the UPEI Residence Life Agreement for specific details.

A medical or compassionate withdrawal request may be made in extraordinary cases which prevent a student from continuing his or her stay in residence. Residence services may approve requests for a medical or compassionate withdrawal on a case by case basis.

Medical Withdrawal: where extraordinary circumstances such as serious illness or injury prevent a student from continuing his or her stay in residence. The medical and compassionate withdrawal request recognizes both physical and mental health.

Compassionate Withdrawal: when extraordinary personal reasons, unrelated to the physical or mental health prevent the student from continuing his or her stay in residence.